

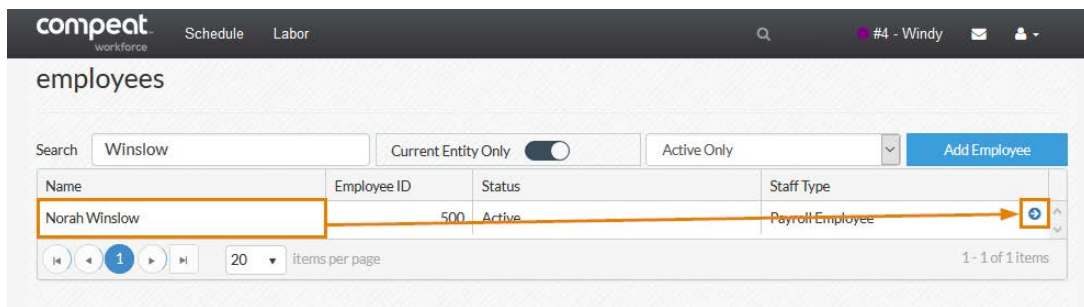
## myWorkforce Credentials

Employees must have login credentials to access their schedules on [myWorkforce.me](http://myWorkforce.me). This site also allows them to submit time off requests, change availability, and send/receive messages.

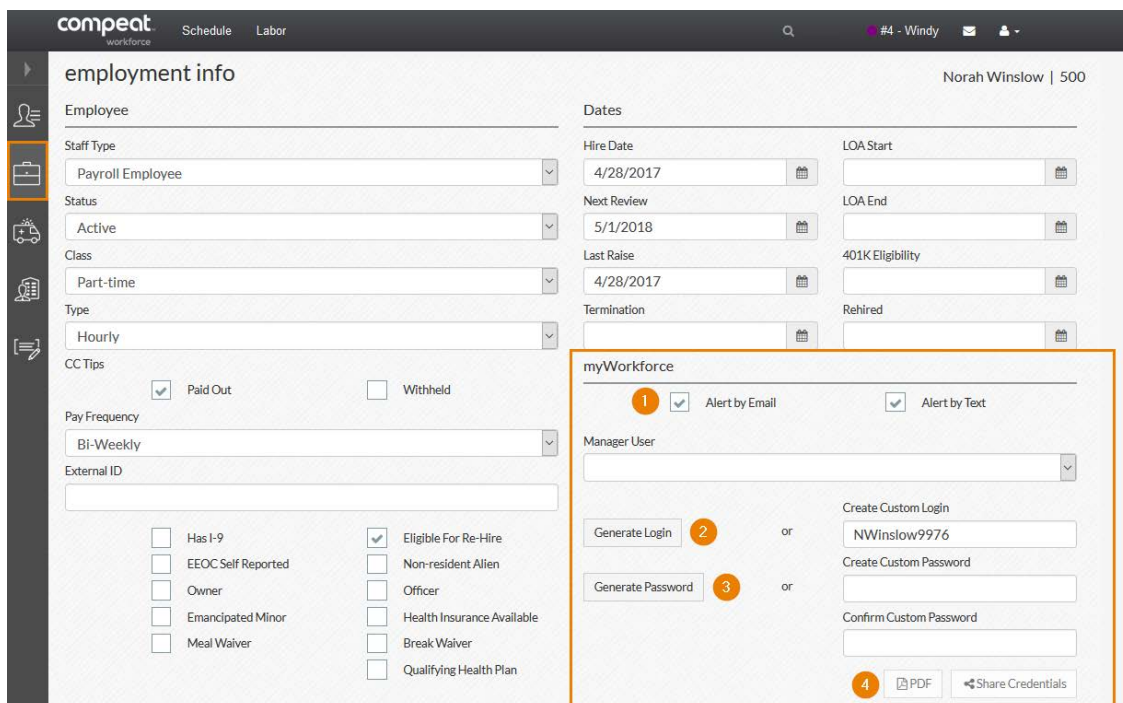
You can create myWorkforce credentials via the employee record, or using the *Reset myWorkforce Credentials* utility.

### myWorkforce Credentials on Employee Record

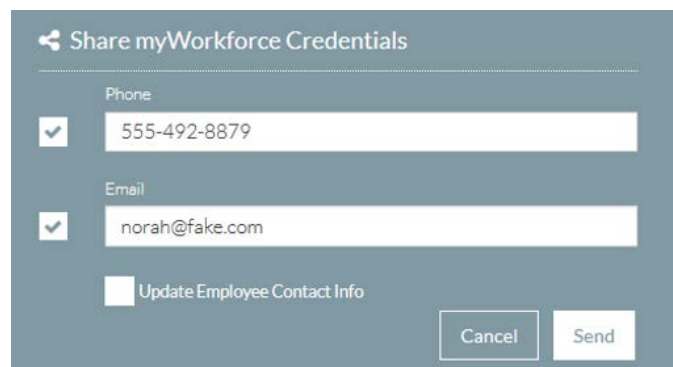
To generate myWorkforce credentials via the employee record, go to **Labor > Employees > Employees**. Click the blue arrow to the far right of the employee record to open the record.



On the **Employment Info** tab, locate the **myWorkforce** section in the lower right-hand corner of the screen.



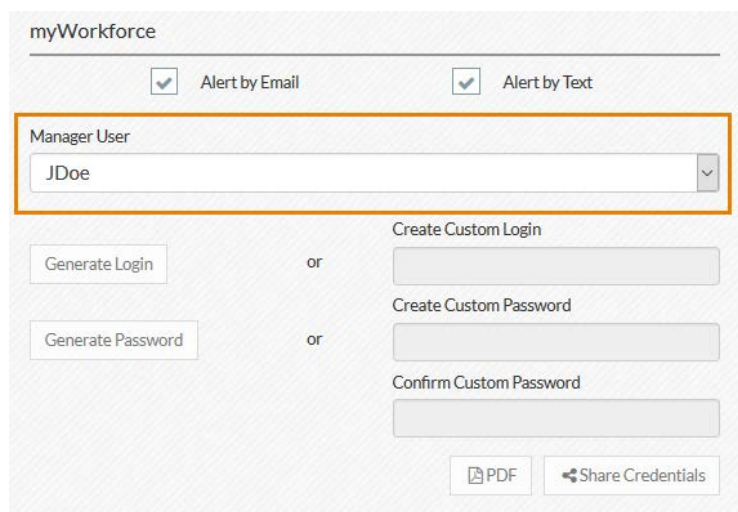
1. Indicate whether the employee wishes to receive **Alerts by Email** and/or **Alert by Text**.
  - a. At least one of these options must be selected for employees to receive schedule or messages notifications.
  - b. An email and/or phone number must be provided on the **Personal Info** tab for notifications to be sent.
2. **Generate Login** username or create a **Customer Login** username.
3. **Generate Password** or create a **Customer Password**. If you create a custom password, **Confirm Customer Password**.
4. Choose whether to print a **PDF** copy of the employee's login credentials, or **Share Credentials**. A fly-out prompts you to select one or both methods of notification. You can also confirm contact information. Once done, click **Send**.



Once you select alert methods and login credentials, **Save** the employee record.

### myWorkforce Credentials for Management Users

If the employee is a management-level user of Compeat in charge of creating schedules, approving/denying time-off, and communicating with employees, you must select their Compeat login username from the **Management User** drop-down in the *myWorkforce* section of the *Personal Info* tab.



These users can then use their Compeat username and password to access [myWorkforce.me](https://myWorkforce.me).

## Reset myWorkforce Credentials Utility

You can also set or re-set employee myWorkforce credentials via the **Reset myWorkforce Credentials** utility. This utility allows you to re-set credentials by individual employee, or by entity if you are setting up a brand-new entity.

To access the *Reset myWorkforce Credentials* utility, go to **Labor > Utilities > Reset myWorkforce Credentials**.

1. Select the **Entity** from the drop-down.
2. Select an **Employee** from the drop-down.
  - a. If you are creating credentials for multiple employees, you must select them individually. This means you may need to run this utility multiple times.
  - b. If you are creating credentials in mass for a brand-new entity, leave this field blank.
3. Check **Generate User Names**. Checking this box also generates passwords.
4. Check **Email and Text Credentials When Available**.
  - a. Employees must have at least one alert option selected on the *Employment Info* tab of their record to receive notifications.
  - b. An email and/or phone number must be provided on the *Personal Info* tab of the employee record for notifications to be sent.
5. Click **Run**.

Once the utility runs, a window opens with a PDF copy of the login credentials. In the event an employee chooses not to receive text or email alerts, or if you are generating credentials as part of orientation materials, you can print out the user login information and present it to the employee.